

Instructions for Completing Semi Annual Verification Forms Obtained On-line

MADAP must verify your continued eligibility for benefits every 6 months to be compliant with Federal Regulations. Please verify the information requested on the provided Semi-Annual Verification Notice (SVN).

You must complete, sign and return the attached Semi-Annual Verification Notice Form by the last day of your 6 month enrollment period to ensure no interruption in your MADAP benefits. If you fail to reply to this notice by the deadline, your benefits will be suspended until you comply.

As you have not submitted your pre-printed SVN, you must be sure to submit all required supporting documentation with the form that you obtained on-line.

Proof of Maryland residence: You must submit a copy of a bill or post-marked envelope with your name and current address dated within the last 60 days or a current lease.

Income documentation: You must submit income documentation for all earned/unearned income. You may submit one month's of current pay stubs showing your gross income, current Social Security Award letter, unemployment notice with current balance of remaining monies or a letter of support. Income documentation for dependent children in your household that has income (i.e. Social Security benefits award letters) is also required.

Insurance: You must submit copies of the front and back of your insurance card.

Please sign and date your Semi-Annual Verification Notice. If you are married and your spouse lives with you, he/she must sign and date the form also and submit their current income documentation.

You must mail or fax the completed form and all documentation to:

Client Services, DHMH Unit 54

500 N. Calvert Street, 5th Floor

Baltimore, MD 21202

Or fax to: **(410)333-2608**

Effective 10/12/16